

CAPITOL SECURITY MAILROOM X-RAY TECHNICIAN

JOB DESCRIPTION

BASIC FUNCTIONS:

Capitol X-Ray technicians are responsible for scanning thousands of letters and parcels that come through the mail. The X-Ray technician performs a variety of duties related to the receipt of letters and packages, first class, bulk parcel post and other types of mail. Other duties may be required and performed as necessitated by the demand of the position. The Capitol Security Mailroom X-Ray Technician program is housed at an off-site location.

DUTIES:

The Capitol Security Mailroom X-Ray Technician will:

- Process mail according to established rules and regulations
- Responsible for scanning all material entering the State Capitol Building
- Recognize and report suspicious packages and letters
- Maintains and operate X-Ray screening equipment
- Hand search any items that are too large to fit through the X-Ray machine
- Perform other related duties as required to assist in maintaining the overall security operation of the State Capitol and Legislative Office Building (LOB)
- Keep work area clean, secure, and well maintained
- Must maintain a high level of confidentiality and information security

MINIMUM POSITION QUALIFICATIONS:

- Graduation from high school or completion of an acceptable General Education Development (GED) Test
- Possess a valid California Driver License or Identification Card
- Be a United States citizen or other authorized resident
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Strong computer skills
- Understand and follow written and verbal directions
- Able to work independently
- Ability to bend, lift, reach and twist as necessary to complete tasks
- Move a variety of packages weighing up to 30 lbs.

DESIRABLE POSITION QUALIFICATIONS:

- High level of integrity
- Leads by example
- Excellent communication skills
- Customer service oriented
- Demonstrate reliability and flexibility
- Extremely organized and an exceptional manager of time

SPECIALIZED TRAINING:

Capitol X-Ray Technicians receive yearly training in:

- Mailroom security and safety
- Personal protective equipment
- Radiation safety
- Suspicious package indicators
- X-Ray detection

PAY RANGE:

\$2,454 - \$3,618 per month

FILING DATE:

Applications must be received by Wednesday, November 12, 2014

Submit Resume and Senate Application to:

Debbie Manning, Chief Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814